



North Dakota Department of Health HIPAA Policy

Policy Title:	Designation of Privacy Officer	
Policy Number:	P-007	Version: 1.0
Reference:	45 CFR 164.530(a)	
Applicability:	Department of Health	
Approved By:	Dr. Terry Dwelle, State Health Officer Arvy Smith, Deputy State Health Officer Darleen Bartz, HIPAA Coordinator, Privacy Officer	
Effective Date:	April 14, 2003	

Policy:

The NDDoH will have a Health Insurance Portability and Accountability Act (HIPAA) privacy officer.

Exceptions:

None

Procedure:

- The NDDoH State Health Officer will designate a HIPAA privacy officer.
- The privacy officer will be responsible for:
 - Developing and implementing HIPAA policies and procedures;
 - Providing further information regarding the NDDoH's privacy practices;
 - Implementing processes for ongoing review of policies and procedures;
 - Maintaining ongoing HIPAA training and confidentiality awareness;
 - Monitoring, enforcing and auditing HIPAA compliance;
 - Administering the HIPAA complaint process.
- Documentation of this designation will be retained for a minimum of six (6) years from the date of its creation or the date when it last was in effect, whichever is later.

Related Forms:

None

Definitions:

None